

2015 Washington State Health Care Authority Health Policy Internship Program

Spring and Summer 2015 Internship Cycles at Health Care Authority

The Washington State Health Care Authority (HCA) is seeking applicants for the **Health Policy Internship Program for the 2015 Spring and Summer cycles**. Health Policy Interns enrolled in professional or graduate degree studies will complete a twelve-week rotation within HCA's Policy, Planning and Performance Division.

The HCA Health Policy Internship provides an unparalleled opportunity for professional growth and development as a public policy or health care administration practitioner and will prepare the Intern for meaningful health care policy engagement and leadership.

The Intern will have frequent contact with Washington State's health policy and health care administration experts in the wide range of health policy disciplines including: health policy formulation, health care purchasing and financing, health care reform and innovation, stakeholder and policy maker management, and health program analysis and evaluation.

The Intern will have an opportunity to participate in activities that may include:

- Orientation to Washington State executive health policy leadership and corresponding assignments.
- Attendance at public policy discussions, stakeholder meetings and events, and webinars on emergent health policy topics.
- Exposure to HCA health policy analysis, program development and public policy evaluation methodologies.

Program Objectives

HCA is pleased to offer this Internship that can provide unique opportunities to gain hands-on experience in the fields of health policy and health care administration. Enthusiastic professional and graduate school students from related fields of study are encouraged to apply. You will work hard, learn much, and directly contribute to HCA's effectiveness on its state and federal priorities.

HCA Interns will play an integral role in helping advance HCA's health policy and health care program administration priorities. Working with HCA staff, an Intern could expect to assist with or perform vital health policy analysis and research on legislation and federal and state agency matters; write on a variety of subjects for high-level audiences; assist with stakeholder or policy maker events; communicate with policy makers, agency liaisons, and constituents; attend high-level public policy meetings; and undertake special short-term projects to advance HCA's public policy goals. This experience is also intended to integrate and enhance the Intern's educational experience. Specific duties will vary depending on needs and Intern qualifications.

To this end the experience will contribute to:

1. Developing the health policy workforce by preparing future health policy analysts and leaders.
2. Strengthening HCA's partnership with institutions of higher learning and the pipeline of health policy professionals.
3. Orienting the future health policy workforce to HCA's mission, programs, and leadership.

Description of Duties

Although specific projects of the Health Policy Intern will depend on initiatives within the *Policy, Planning and Performance Division*, the following provide an idea of the scope and breadth of the Intern's expected work at HCA.

- Engage in meaningful assignments and work deliverables that support policy development activities for HCA programs and projects.
- Shadow and conduct informational interviews with key HCA staff across a wide range of health policy and public health disciplines.
- Participate in designated HCA health policy activities, webinars and related staff development activities.
- Plan and coordinate meetings of health policy experts/practitioners.

Compensation

The Health Policy Internship at HCA is an unpaid Internship experience for graduate or professional degree students in good standing at an accredited university, with preference for Washington State institutions.

How to Apply

Students who are interested in participating in a Health Policy Internship at HCA may contact Jessica Reese, Administrative Assistant at HCA at jessica.reese@hca.wa.gov

Internship candidates must meet the requirements below:

- Graduate or professional degree student enrolled in good academic standing at an accredited college or university with an interest in health care policy, health law, public health, health care administration or related discipline.
- Submit requested documents as part of the application process (See listed items below).
- Sign and comply with a confidentiality and non-disclosure agreement and pass a Washington State background check.

Cutoff for applying is January 15, 2015 for both the Spring and Summer cycles.

- Spring: Mar 30 - Jun 12, 2015 - APPLY BY Jan 15, 2015
- Summer: Jun 22 - Aug 21, 2015 - APPLY BY Jan 15, 2015

Internships are for a 12 week period (approximately), beginning on or about January 5, 2015 for the spring cycle and June 22, 2015 for the summer cycle. *Variations to the proposed duration can be arranged by exception between the Intern and HCA.*

The following documents constitute the application and **must** be attached and submitted by e-mail. The subject line should read "*Health Policy Internship*" and required documents are to be e-mailed to: jessica.reese@hca.wa.gov

1. One to two page curriculum vitae or resume.
2. Unofficial transcript.
3. An essay (500 words or less) addressing your goals and objectives for the Internship as well as any specific competencies you wish to develop or strengthen. Please note any required special accommodation needs in your essay.
4. Two letters of recommendation from learning institution preceptors, mentors, or faculty who can attest to the candidate's potential and academic preparation.

Successful candidates will be notified by late January or as soon as possible of selection and a telephonic or in-person interview scheduled at that time.